

# SHERIDAN SCHOOL DISTRICT 48J

## BUILDING USE REQUEST

### APPLICANT/GROUP INFORMATION

<b>Name:</b>	<b>Start Date:</b> /     /	
	<b>End Date:</b> /     /	<input type="checkbox"/> CHECK IF SAME DATE
<b>Address:</b>	<b>Phone Number:</b> (     )     -     /     /	

**A district employee MUST be responsible and on-site during facility use.**

**District Employee Responsible:** \_\_\_\_\_

### FACILITY INFORMATION

<b>Building Requested:</b>	<input type="checkbox"/> Faulconer Chapman <input type="checkbox"/> Sheridan High School <input type="checkbox"/> District Office		
<b>Set-up Start Time:</b>	<input type="checkbox"/> AM <input type="checkbox"/> PM	<b>Reservation Ends:</b>	<input type="checkbox"/> AM <input type="checkbox"/> PM
<b>Actual Event Start Time:</b>	<input type="checkbox"/> AM <input type="checkbox"/> PM	<b>Actual Event End Time:</b>	<input type="checkbox"/> AM <input type="checkbox"/> PM
<b>Equipment Needed:</b>	# Tables _____ # Chairs _____ <input type="checkbox"/> PA System <input type="checkbox"/> Projector Screen <input type="checkbox"/> Other _____		
<b>Room Set-Up Directions:</b>			

AREA <small>(Applicant will limit access to the agreed upon area)</small>	DEPOSIT <small>(Single Use)</small>	DEPOSIT <small>(Multiple Use)</small>	Youth Group Rent	Adult Group Rent	Events	Total
Gymnasium <input type="checkbox"/> Old <input type="checkbox"/> New	\$50.00	\$100.00	No Fee	\$25.00	NA	
Cafeteria	\$25.00	\$50.00	No Fee	\$25.00	\$100.00	
Classroom/District Board Room	\$10.00	\$25.00	No Fee	\$5.00	\$50.00	
Auditorium Commons/ Music Room	\$50.00	\$100.00	No Fee	\$25.00	\$100.00	
Library	\$50.00	\$100.00	No Fee	\$10.00	\$50.00	
Front Commons Area	\$50.00	\$100.00	No Fee	No Fee	\$100.00	
Fields	\$50.00	\$100.00	No Fee	No Fee	N/A	
Parking Lot	\$50.00	\$100.00	No Fee	No Fee	\$50.00	
Other Staff	Cost to be negotiated.					<b>TOTAL DUE</b>
Custodial Staff	\$15 per hour (paid directly to employee or independent negotiated contract.)					
Kitchen Staff	\$15 per hour (paid directly to employee or independent negotiated contract.)					

Area	Rental Fee
Youth-related school activities (school athletics, clubs, etc.)	No Deposit/No Fee
Youth-related non-school activities (Little League, 4-H, Scouts, Campfire Girls, etc.)	Deposit Only
Adult-related school activities (community school activities, Booster Club, etc.)	No Deposit/No Fee
Adult-related non-school activities-buildings only (church groups, organizations, commercial groups, socials, etc.)	Deposit and Fee
Adult-related non-school activities-grounds only (adult softball, volleyball, etc.)	Deposit Only

Any organization that cannot be clearly defined in the aforementioned groups shall be determined by the Superintendent or designee.

**Regulations:**

1. Applicant shall be solely responsible for loss or damage to property or injury or death of any person or persons arising out of or connected in any way with the use of school facilities by the applicant. Applicant agrees to protect, indemnify and save the district from all liability resulting from the use of said facility. Applicant may be requested to show proof of insurance.
2. A paid school district employee must be responsible and on-site during the use of the facility.
3. Applicant accepts the facilities, including the premises and equipment, in the condition then existing, and expressly releases the school district, it's directors, officers, agents, employees and representatives, from any and all claim damage loss, expense, or cause of action or cause of suit, arising out of or resulting from the use of the facilities by the applicant.
4. Applicant shall provide adequate supervision and shall be responsible for any improper conduct of the audience, both individually and collectively, while on school premises or utilizing the school facilities. Adult leaders of organizations using school facilities shall be present at the opening time and shall remain with their groups until all members have left the school premises. They shall be responsible to the principal for observance of all rules and regulations.
5. Approval will not be granted for any meeting which may in any way be prejudicial to the best interest of the schools or for which satisfactory sponsorship and adequate supervision is not provided. This shall include proper police and fire protection, if necessary.
6. Applicant agrees to conform to all rules and regulations of the school district.
  - ✓ No decorations or application of material to the walls or floors will be allowed without permission of the school principal. All items are to be removed by the groups at their own expense after the use of school facilities.
  - ✓ Standard approved gym shoes shall be required of all activity type games and dances on gym floors.
  - ✓ Applicant shall see to it that rooms, equipment, and facilities are clean and in proper order and furniture is returned to its original setting before leaving.
7. Applicant shall reimburse the school district for all damages to the premises or property resulting from such use other than ordinary wear and depreciation. The Board and its representatives shall be the sole judges of unwarranted damage of the district's property.
8. Applicant agrees that the use of the facilities and this permit shall be revocable by the school district at any time at option of the school district.
9. Football stadium will be used by high school varsity football and eighth-grade football ONLY.
  - ✓ If field conditions are such that continued use would cause excessive damage or endanger the welfare of the participants, the Principal and Athletic Director will determine if continued use and alternative fields will be selected. Head coaches will be consulted before a final decision is made.
10. Use of school kitchens is prohibited.

Profane language, tobacco use, possession or use of intoxicating beverages, and illegal drugs, is prohibited on school grounds.

I have read, understand, and agree with the above regulations.

Applicant Name (Print)	Applicant Signature	Date
<b>Approved</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Principal/Designee Signature</b>		

- Copies       Building Principal       Building Head Custodian       Building Head Cook (if cafeteria is involved)
- Building Athletic Director (if gym or fields are involved)       District Office